

## **JOB DESCRIPTION**

### **Safeguarding and Wellbeing Officer**

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<b>Job Title:</b>	Safeguarding and Wellbeing Officer
<b>Salary:</b>	Scale 6 - £32,428 - £34,301 per annum, inclusive of Outer London Weighting. Actual salary due to part weeks - £29,231 - £30,919.58
<b>Reports to:</b>	Senior Safeguarding Officer
<b>Hours:</b>	Full time – 36 hours per week
<b>Contract:</b>	Term-Time plus 2 weeks – 47 weeks per year

#### **Job Purpose:**

Play a pivotal role in ensuring the safety and wellbeing of all students within the college. Work with staff, parents/guardians and external agencies to ensure a safe and supportive learning environment for students. Assist with the management of complex student safeguarding cases, in liaison with the Senior Safeguarding Officer and Assistant Principal for Support and Wellbeing.

#### **Main Responsibilities:**

##### **Wellbeing**

- To identify students in curriculum pathways who are at risk of not achieving their Study Programme.
- To provide timely, relevant and accurate updates in relation to student progress.
- Work alongside welfare team to put on themed days/weeks throughout the year highlighting health and welfare issues that affect students highlight support services.
- To understand individual needs and preferences of students, to select and adapt tasks, resources and learning activities leading to positive engagement with students.
- To encourage, motivate and support student independence and self-determination through effective mentoring techniques.
- To identify, monitor and review SMART targets with students to support their Study Programme achievement. This includes evident improvements in attendance, punctuality, assignment completion, interpersonal and study skills.
- To support retention and achievement through the provision of student support services and communicate relevant information to appropriate staff and external agencies.
- To deliver individualised and group programmes tailored to students based on their specific needs. This also includes the delivery of relevant enrichment activity.

- To work collaboratively with Additional Learning Support (ALS), College Counsellors and Guidance Officers to ensure students receive the targeted support required.
- Duty rota tasks including; assembly duties where there is a safeguarding or welfare theme throughout the year, zone duty for drop in sessions and entry period duty. Complete pathway drop in sessions.

### **Safeguarding**

- To act as a Safeguarding Officer and perform relevant duties as directed by the Senior Safeguarding Officer.
- To carry out initial and diagnostic assessment of students to inform planning.
- To complete one to one welfare checks with students: engaging one to one to discuss any concerns or issues the student has and ensuring appropriate support is put in place, following the conversation.
- To chair fitness to study meetings, restorative meetings, meetings with parents.
- To attend and participate in Looked after child meetings, Personal educational plan meetings, child in need meetings, Team around the family meetings and other professionals' meetings.
- To attend and participate in Fixed term exclusion meetings and restorative meetings
- Liaise with family support workers, social workers, police and external agencies with regards to supporting needs of young people at the college.
- Make timely referrals to college counsellors, social services, children and adolescent mental health services and other external agencies to ensure support needs are met.
- Signpost young people and families to local support services where appropriate.
- Support and advocate for students who have urgent support needs for example, safety plan to travel home from college, financial support, emotional health concern.
- Maintaining detailed accurate and secure records with regards to young people in active case load.
- Support students with multiple complex needs, providing support, advocacy and advice.
- Collate termly feedback on students who may be out of scope.

*This job description may be amended from time to time as business needs develop or change. Significant amendments will only take place following consultation with the post holder.*

### **General Responsibilities:**

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- To contribute positively to the team by creating a warm and supportive working environment
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

## PERSON SPECIFICATION

### Safeguarding and Wellbeing Officer

	Essential/ Desirable	Assessed by: Application (A) Interview (I) Test (T)
<b>Qualifications</b>		
Literacy and numeracy qualification at level 2, or evidence of operating at this level	E	A / I
A degree or equivalent professional qualification	D	A
Safeguarding qualification at level 2 or willingness to work towards success achievement	E	A
Evidence of recent and relevant continuing professional development	E	A
<b>Skills &amp; Abilities</b>		
Good communication skills	E	I
Good listening skills	E	I
Able to use own initiative to solve problems	E	T / I
Good organisational skills	E	T / I
Awareness of the need to protect confidential information	E	I / A
Work effectively as part of a team	E	I / A
Competent in using Microsoft Office Applications	E	T / A
Identify improvement opportunities in a logical and manageable order	E	A / I
Provide clear instructions demonstrating how to improve	E	A / I
Knowledge of different coaching and/or mentoring techniques to improve student achievement	D	A / I
<b>Knowledge and Understanding</b>		
Experience of working with students with emotional and behavioural difficulties	E	A / I
Experience of providing support for individuals to facilitate learning and self-advocacy	E	A / I
An understanding of the issues around student safeguarding	E	A / I
Experience of working effectively under pressure	E	A / I / T
Understanding of young people, what inspires them and what they need to succeed	E	A / I
Experience of leading safeguarding cases with external agencies	E	A / I
Experience of working with students with mental health tendencies	E	A / I
Experience of working with students with learning difficulties and/or communication difficulties	D	A / I
Experience of organising events with external motivational speakers to raise student aspiration	D	A / I
Experience of delivering a range of workshops to individuals and groups	D	A / I / T
Experience of building an inspiring vision to enthuse students	D	A / I
<b>Personal Attributes</b>		

Friendly and approachable personality	E	I
Committed to equal opportunities and the success of students.	E	A/I